



LEROY D. BACA, SHERIFF

**County of Los Angeles**  
**Sheriff's Department Headquarters**  
**4700 Ramona Boulevard**  
**Monterey Park, California 91754-2169**



December 17, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

Dear Supervisors:

**FINAL UPDATE REGARDING THE ESTABLISHMENT OF NOTIFICATION  
PROTOCOL WITH UNION PACIFIC RAILROAD**

This letter serves as the final update in response to the Board Motion regarding the establishment of a notification protocol between Union Pacific Railroad, the Los Angeles County Sheriff and Fire Department (requested at the meeting of July 8, 2003, by Supervisor Molina, Syn. #45).

The attached protocol, dated December 3, 2003, addresses notification from the Union Pacific Railroad Command and Control Center relative to track control within the Los Angeles County. This procedure was written to secure a timely and efficient notification by Union Pacific Railroad when addressing a moving train incident traveling through the County of Los Angeles.

In addition to communication protocols with Union Pacific Railroad, the Sheriff's Department has been in negotiations with Los Angeles Junction Railroad and Burlington Northern Santa Fe Railroad to draft similar agreements. Final approval for these protocols should be completed sometime after January 1, 2004.

Sincerely,

A handwritten signature in cursive script that reads "Leroy Baca".

LEROY D. BACA  
SHERIFF

*A Tradition of Service*

Runaway Train Communications and Notification Directive  
Los Angeles County Sheriff's Department  
Los Angeles County Fire Department  
Union Pacific Railroad- Response Management Communication Center

PURPOSE

The purpose of this document is to establish communication protocols between the Union Pacific Railroad, the Los Angeles County Sheriff's Department, and the Los Angeles County Fire Department during a runaway train incident within Los Angeles County. While this protocol is primarily concerned with a runaway train, it shall apply to all train incidents within Los Angeles County, whether accidental or intentionally caused.

SCC RADIO ROOM WATCH COMMANDER AND FIRE COMMAND AND CONTROL BATTALION CHIEF RESPONSIBILITIES

The SCC Watch Commander and Fire Command and Control Battalion Chief shall be responsible for the communications coordination to local agencies of a runaway train traveling through Los Angeles County. They shall also be responsible for local agency notification of a runaway train being switched to a Management Mitigation Site. If it is determined that the train movement was the result of a terrorist incident, notification shall also be made to the Sheriff's Emergency Operations Bureau, and the Los Angeles Terrorism Early Warning Group.

When the train incident has come to a conclusion, there shall be a brief conference call to verify that the system worked, and to identify any areas within the protocol that may need corrections or revisions. The conference call may then be dropped and standard operating procedures resumed.

The SCC Watch Commanders and Fire Command and Control Battalion Chief shall provide a written brief to their respective Radio Room Operations staff of how the notification system worked.

UNION PACIFIC RAILROAD's Response Management Communication Center RESPONSIBILITIES

The Response Management Communication Center PERSONNEL shall be responsible for communications to the Los Angeles County Sheriff's Department Communications Center of a runaway train traveling through Los Angeles County. The notification should include the last known location, projected speed, of the train, and the cargo on board. The Union Pacific Railroad Command and Control Center Supervisor shall also be responsible for notification of a runaway train being switched to a Management Mitigation Site and/or a train being used as a terrorist threat or weapon of mass destruction or disruption.

## PROCEDURES

Union Pacific's Response Management Communication Center (located in St Louis, (888) 877-7267) shall call the Sheriff's Communications Center (323) 267-2504 to advise of a train incident or runaway train traveling through Los Angeles County.

Sheriff's Communications Center personnel will setup a conference line with Los Angeles County Fire Department Communications Center (323) 881-6183, and include the Union Pacific Corridor Manager, the RMCC PERSONNEL, the SCC Watch Commander, and the Fire Command and Control Battalion Chief

SCC will obtain the runaway train's direction, speed, cargo, etc., from the Union Pacific's Response Management Communication Center.

Response Management Communication Center PERSONNEL will advise SCC if there is no option available to stop the runaway train. Response Management Communication Center PERSONNEL will then advise of their decision to send the train to a Management Mitigation Site.

SCC and LACoFD will disseminate this information to fire and law enforcement agencies along the path of the runaway train. If the train is being switched to a Management Mitigation Site (MMS), SCC and LACoFD will verify via radio or telephone that the effected MMS city's fire and law enforcement agencies are notified.

SCC will use the Countywide SRC Access radio channel for disseminating information obtained from the Union Pacific Command and Control.

SCC will notify law enforcement agencies within the County of Los Angeles by utilizing the countywide and secode radio broadcast systems. SCC will also send a station command and MDT-All data message for Los Angeles County Sheriff's Department Field Operations Personnel. The message that will be verbally and digitally sent is as follows: This is the Los Angeles County Sheriff's Department. There is a runaway train traveling through the County of Los Angeles. The following agencies switch to SRC Access channel for further information. (Agencies Named \_\_\_\_\_ , \_\_\_\_\_)

SCC will notify, via cold line, the Sheriff's Headquarters Bureau (SHB) of a runaway train incident and attention to SRC Access channel for further information. SHB will notify the media of the incident. LACoFD will notify their Public Information Officer (323) 881-2411.

PARTICIPANTS

The notification system will involve the following:

- Union Pacific Corridor Manager, who controls the railroad system and makes the Management Mitigation Site decision.
- Response Management Communications Center (RMCC) PERSONNEL, who facilitates communications from the Corridor Manager to the Sheriff's Communications Center.
- Sheriff's Communications Center (SCC) personnel who will notify Los Angeles County Law Enforcement agencies.
- Los Angeles County Fire Department (LACoFD) who will notify Los Angeles County Fire Department agencies.
- Los Angeles County Sheriff's Headquarters Bureau and Fire Public Information Officer who will notify media.
- Los Angeles Terrorism Early Warning Group who will make notification regarding a terrorist act on a train and authorize media release of information.
- Sheriff's Aero Bureau, who will coordinate air resources to locate the runaway train, and take over radio broadcast coordination of the train's location. If Aero Bureau is able to broadcast realtime information, SCC personnel will only broadcast information regarding the train's cargo and/or switching of the train to a Management Mitigation Sites.

L.A. County Sheriff's Representative

MICHAEL GROSSMAN 12/3/03  
(Print Name / Date)  
Michael Grossman, Captain Emergency Operations Bureau  
(Signature / Title)

L.A. County Fire Representative

P. Michael Freeman 12/03/03  
(Print Name / Date)  
P. Michael Freeman, Fire Chief  
(Signature / Title)

Union Pacific Railroad Representative

R. Dale Bray 11/26/03  
(Print Name / Date)  
R. Dale Bray - Director of Security  
(Signature / Title)